# Introduction to TeamSite

**What is TeamSite?**

TeamSite is a Web Content Management System. Web Content Management is an automated and easy way to capture, review, manage and deliver information on the web.

Some of the world's most successful companies, including GE, Siemens, and Cisco Systems use TeamSite to manage content. So we are in good company!

# Purpose of Web Content Management System

➢ Collaboration
➢ Web-based
➢ Standard look-and-feel
➢ Familiar tools and easy-to-use interfaces
➢ Separates content from design (presentation)
➢ Workflow provides a review and publishing process.

**Advantages of Using TeamSite**

TeamSite enables us to:

TeamSite is web-based so anyone on the network with TeamSite permissions can log-on and access the system.

Provides for collaboration by using workareas.

Websites are managed, while maintaining a standard look-and-feel, providing a county-wide standard. Ensures Web compliance of corporate governance standards

Empowers non-technical users to quickly and seamlessly contribute Web-based content using familiar tools and easy-to-use interfaces.

Gathers metadata (search engine information) about web content.

Allows writers to contribute content while designers can customize navigation and look-and-feel by use of templates.

Provides a review process using a workflow.

➢**A few definitions before we begin:**

**Content**
- **DCRs or Forms** – provides structure for data entry
  - Identifies data as information stored in a database
  - Facilitates search and retrieval

**Presentation**
- **Templates** – provides standard look-and-feel
  - applied across all sites
  - within standard layout, adaptable graphics

- **Page Generation** – creates web page by merging form data with presentation template
  - Same datasets can be presented in multiple ways

➢ **Branches** are folders where webs are held. A branch is established for each department.

- **Workarea** – Holds a virtual copy of a website. Used for collaboration. Many workareas may be created within a branch.
- **Staging** – Integrates finished content from workareas for publishing.
- **Editions** – A copy of the site saved every time the site is submitted. Used as an archive.

➢ **"Demo"** – The review area. A site is deployed to this area for viewing before publishing to Production.

➢ **"Production"** – Live version of website.

# TeamSite Roles

➢ **Roles** assigned for users:

- **Author** – primary content contributor

- **Editor** – Permission to review files, and submit to staging

- **Administrator** – branch owner and project administrator (reserved for Online Services)

- **Master** – TeamSite Server Administrator (reserved for Online Services)

**Your Role: Author** – primary content contributor

As an Author you have permission to:
- Create New Pages
- Edit Pages
- Add links, .PDFs, and graphics to pages
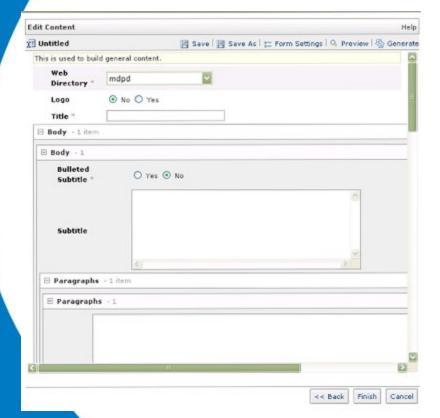- Submit the page to a workflow for publishing

Authors do not have permission to:
- Change or create new navigation
- Change the banner
- Manually submit and deploy pages

# How TeamSite Works

## Data (DCR)



## Presentation (Template)



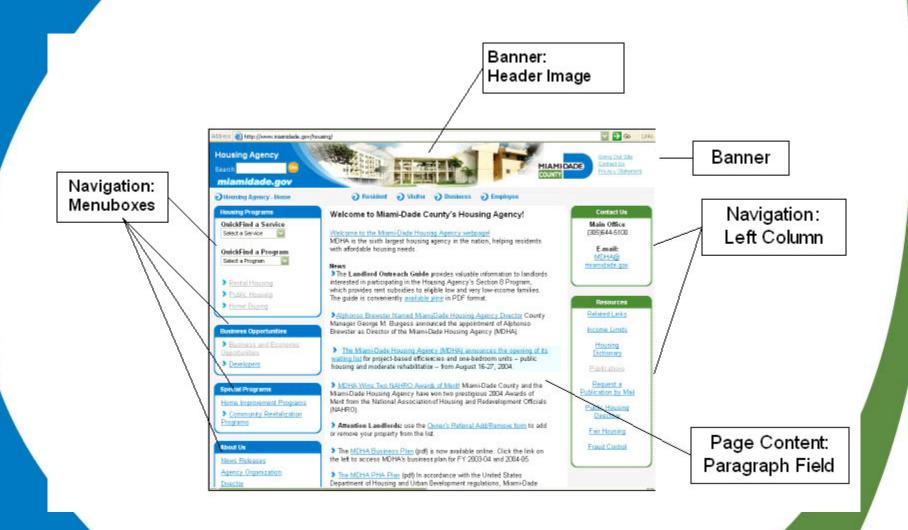miamidade.gov

# Your Role as an Author

## How Does It Work?

TeamSite separates content (data) from the look and feel (presentation). Data includes all words on the page. Presentation includes the main layout, colors, and graphics of each page.

TeamSite uses templates to save a particular layout for each kind of web page.

For example, take a look at the home page of a few county sites. They all have the same basic layout and colors. This is because they are using the same presentation template. There are templates for basic content pages, pages without navigation, press releases and media advisories, photo galleries, and many more. This is how we create a standard look and feel for the County.

# Presentation Template:
## Basic Content Page



Banner:
Header Image

Banner

Navigation:
Menuboxes

Navigation:
Left Column

Page Content:
Paragraph Field

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# Your Role as an Author

You've probably noticed that the home page of most county sites look the same. This is because the same presentation template is used. This the layout of a basic content page.
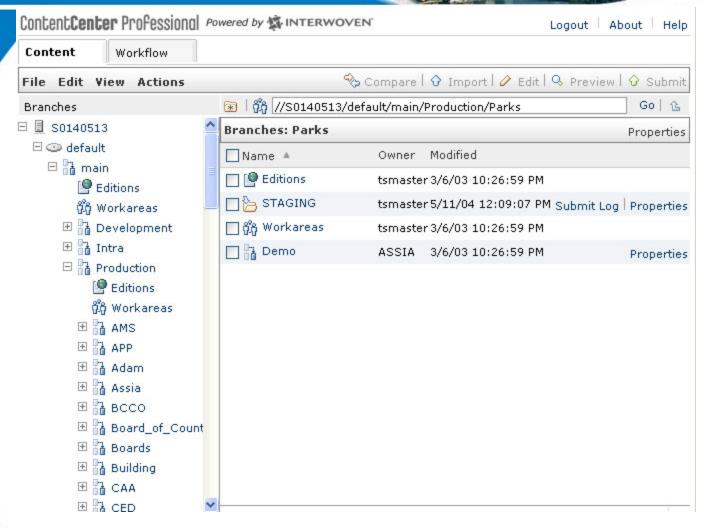
**Banner:**
The banner includes the banner image, the web name, the search box , and the logo.

**Navigation:**
The navigation includes the left navigation boxes called, "menuboxes" and the right column navigation. As an Author you do not have permission to changes navigation on your web. You will need to consult you Online Services Liason.

# TeamSite Structure

**How Does It Work?**

TeamSite structures webs into *branches*. Each branch contains *workareas*, which contain complete virtual copies of the Web site; a *staging area*, where contributors integrate their work; and *editions*, which are read-only snapshots of the Web site at various points in its development.

Within each workarea are two folders (1) a folder containing your generated asp files and (2) a *templatedata* folder containing data records. TeamSite creates web pages by saving the data separate from the graphical layout. These layouts are called templates.

Click here for a diagram:
TeamSiteProcess.vsd

# Logging In

When creating a page, content is saved in the templatedata folder and is then combined with the template to create the finished or **generated** asp page. Templates include regular content pages, press release and media advisory forms and photo galleries among others. The generated page is then saved in the generated file folder. It is important to remember that the data is held in the templatedata folder and the finished or generated page is held in the generated file folder.

After a page is saved and generated it is then submitted from the workarea to the staging area, and the staging area is then published as an edition. After submitting to staging, content is then deployed to the **production server** which publishes to the internet.